

Meeting with Your Students Virtually

Updated: March 10, 2020

What do you do if classes are officially in session, but many students or faculty are unable to make it to campus? How will you ensure that everyone has access to the course you are normally delivering face to face or asynchronously? The following guide will provide you with resources for conducting a synchronous meeting virtually and creating a space for students to submit assignments in the online space.

Conducting a Virtual Class Meeting

Creating a space that allows faculty and students to meet online to conduct class through video conferencing is important. The following are brief guides to using a tool like Zoom, Microsoft Teams, and Webex to conduct a face-to-face meeting virtually and in real-time. The tools both allow all participants in a course to contribute to a class meeting allowing for group activities, class discussion, and follow-up questions in addition to instructor-led activities.

Microsoft Teams

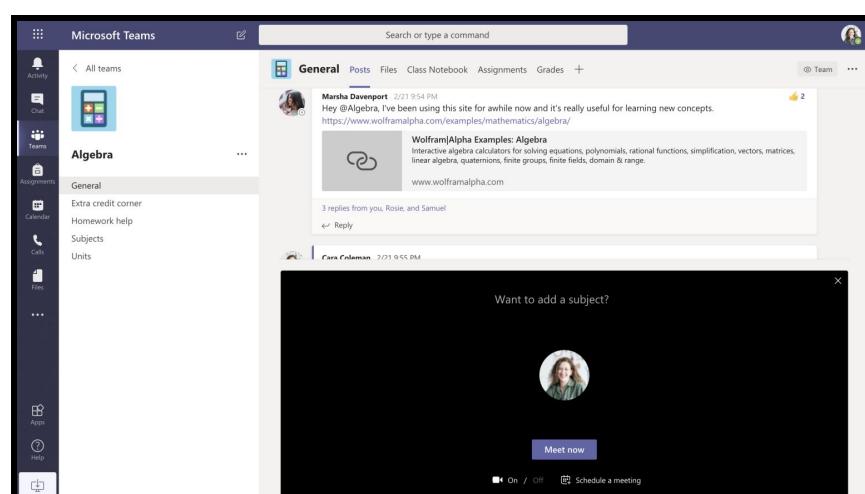
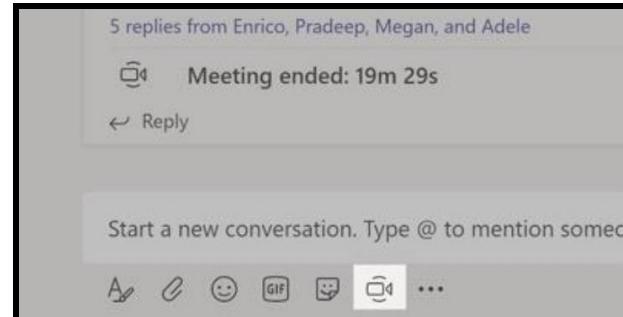
Microsoft Teams is a web conferencing tool that unifies cloud video conferencing, online meetings, and collaboration into one platform. Microsoft Teams offers valuable video conferencing features. Faculty can host 1080p calls with up to 250 learners, which includes the ability to share screens and record calls. To get started with your Organization's version of Teams or a [Teams Free subscription](#), you will need to [Download Teams](#) for your desktop, iOS, or Android or just use Teams on the web at <https://teams.microsoft.com>.

How do I schedule a meeting using Microsoft Teams?

Click **Meet now** under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now**, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.

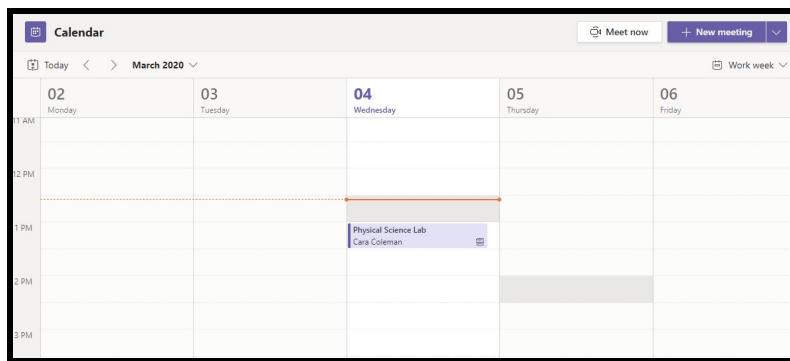
Select **Meet now** to start the meeting right away or **Schedule a meeting** to schedule the meeting for the future.

Members of the channel will see an invitation for the meeting in their calendar if you decide to schedule it for later.

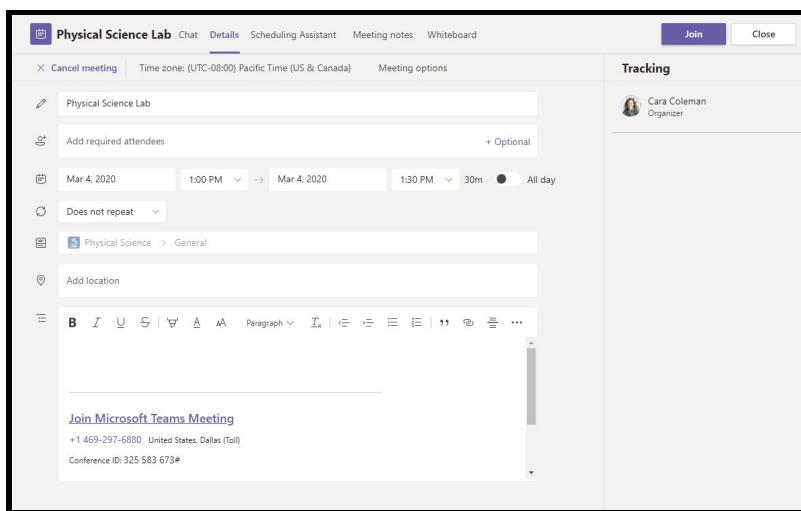


How do I start a meeting using Microsoft Teams?

Find the meeting invitation in the channel of your team or on your **Teams calendar**.



Click Join to join the meeting.



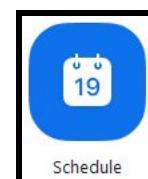
Getting students started using Microsoft Teams: <https://bit.ly/38KyWfL>

Zoom

Zoom is a web conferencing tool that unifies cloud video conferencing, online meetings, and collaboration into one platform. Using Zoom to schedule course video conferences and recordings can help keep your class going. Zoom offers free accounts to all users. To get started using the service, you should [download and install Zoom](#) for your Mac, PC, mobile, or tablet device. To get started, or to learn more below:

How do I schedule a meeting using Zoom? Video Tutorial (<https://youtu.be/ZAYv8sVPTxU>)

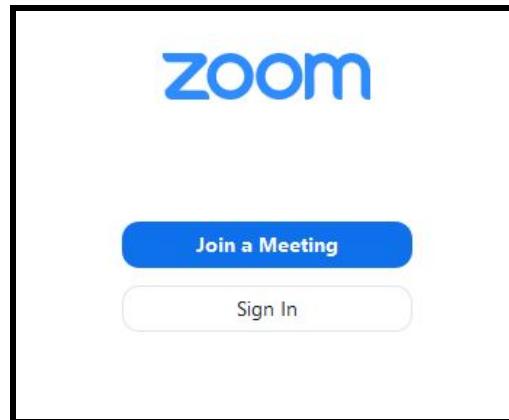
1. Go to <https://zoom.us> or Open your Zoom client and sign in to Zoom.
2. Click on the Schedule icon. This will open the scheduler window.
3. Select your meeting settings.



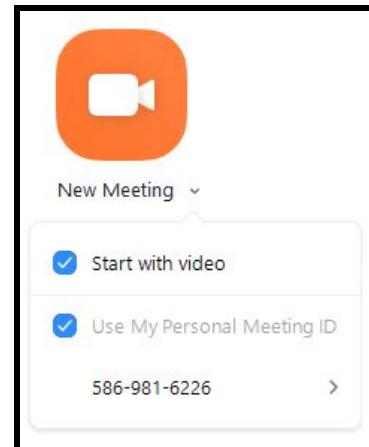
How do I start a meeting using Zoom?

If you do NOT have the Zoom app installed, go to zoom.us and select "Host a Meeting" to start the installation. If you DO have the App installed:

1. Open your Zoom app on your desktop and click Sign In.
2. Log in using the E-mail and password that you have created, or with Google(Gmail), Facebook, or Login with SSO.



3. Click the downward arrow and select Start with video, then click New Meeting to start an instant meeting.



Getting students started using Zoom: <https://youtu.be/HqncX7RE0wM>

WebEx

Webex has the ability to make your virtual class meetings possible and more effective. The software allows you to deliver live, interactive sessions to students anywhere, and keep them engaged with hands-on training, tests, and breakout sessions to enhance their learning. To get started, or to learn more below:

How do I schedule a meeting using WebEx?

Log in to your institution's Webex Training site and go to **Host a Session > Schedule Training**.

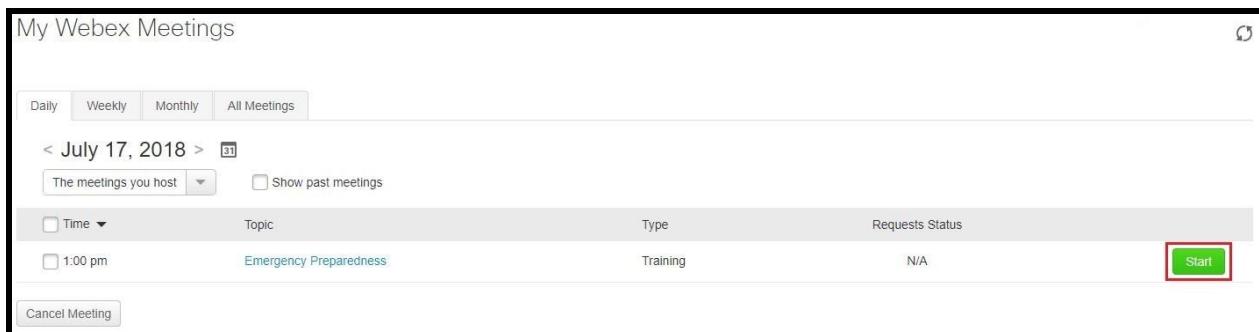
At a minimum, complete session information, like registration requirements, date, audio settings, and attendees. You can also set up breakout sessions, computer labs, and course material in advance.

The screenshot shows the 'Schedule Training Session' page with the following details:

- Session and Access Information:**
 - Topic:** Cisco Webex Training Session
 - Set session password:** (Required) [Copy from...](#) [Password Criteria](#)
 - This session will have over 500 attendees
 - Automatically delete session after it ends
 - Send a copy of the attendee invitation to me
 - Enter the amount you want to charge attendees. Enter 0 if you do not want to charge. You must enable [Attendee registration](#) to use this feature
 - Session fee (USD):** 0
 - Allow attendees to use promotion codes
 - All promotion codes can be used for this session
 - Add promotion codes that can be used for this session
- Session fee and payment:** Enter the amount you want to charge attendees. Enter 0 if you do not want to charge. You must enable [Attendee registration](#) to use this feature
- Session fee (USD):** 0
- Audio Conference Settings:**
 - Select conference type:** Webex Audio
 - Display toll-free number [Show toll-free dialing restrictions](#)
 - (Toll-free numbers always displayed.)
 - Display global call-in numbers (Global call-in numbers are displayed at meeting start.)
 - Mute attendees upon entry
- Date and Time:**
 - Starting time:** August 2, 2018, 10:30 am - pm [Plan session time zones...](#)
 - Time zone:** San Francisco (Pacific Daylight Time, GMT-07:00)
 - Attendees can join 5 minutes before the start time
 - Attendees can also connect to audio conference
- Occurrence:**
 - Single-session class
 - Recurring single-session class (attendees register for one session)
 - Multiple-session course (attendee register for entire sequence)
 - Schedule irregular sessions (each session may be edited separately later)
- Estimated duration:** 1 hour

How do I start a meeting using WebEx?

At the scheduled time, log in to your organization's Webex Training site. **Go to My Webex > My Meetings, locate your training session, and select Start.**



The screenshot shows a list of meetings. One meeting is listed for "July 17, 2018" at "1:00 pm" with the topic "Emergency Preparedness". The "Type" is "Training" and the "Requests Status" is "N/A". A green "Start" button is located on the right side of this row, with a red box drawn around it to indicate it should be clicked to begin the meeting.

Getting students started using WebEx: <https://bit.ly/2IxbQyi>

Creating a Space for Assignment Submissions

Providing online access to course materials in D2L Brightspace will help to extend the virtual meeting space you created above. In this section, we will cover creating classroom meeting modules, uploading course materials and creating assignments for submission in D2L Brightspace.

Creating a Classroom Meeting Module

When trying to move course content online, it can be challenging to translate what should be added from your face-to-face classroom into an online module. The most important thing to consider is how to clearly communicate with students in every module course expectations and requirements. **A full resource for creating modules in D2L Brightspace can be found at <https://bit.ly/38GVjIW>.**

1. Access your institution's D2L Brightspace instance
2. Log in using your institution's login credentials
3. Click to access your course

4. Click on the **Content tab** in the course's **NavBar**

The screenshot shows the D2L Brightspace interface with the 'Content' tab selected in the top navigation bar. On the left, there's a sidebar with links like 'Overview', 'Bookmarks', 'Course Schedule', and 'Table of Contents'. The 'Table of Contents' section lists several modules with their names and counts: 'Developer Information' (4), 'Getting Started' (5), 'Module 1: Understanding the Changing and Challenging Office Ends June 3' (9), 'Module 2: Developing Professional Skills, Preparing for Your Employment Ends June 10' (14), and 'Module 3: Time Management Ends June 10' (8). At the bottom of the sidebar, there's a button labeled 'Add a module...'. The main area is titled 'Table of Contents' and contains sections for 'Developer Information', 'Getting Started', 'Instructor Information', 'Message from [redacted] to complete', 'Course Expectations', 'Course Syllabus', and 'Weekly Schedule *Print this document*'. Each section has an 'Upload / Create' and 'Existing Activities' button. A large callout box highlights the 'Add a module...' button in the sidebar and the 'Add a sub-module...' button in the main content area. Arrows point from these highlighted buttons to the 'Add a module...' button in a modal window that is also shown in the screenshot.

5. Under **Table of Contents**, Enter a **Module Name** in the **Add Module** field at the bottom and click **Enter/Return** on your keyboard.

Uploading Course Materials

You must create a module before you can add topics (content items). Once you create modules, you can populate them with topics that match the materials you want to share with your learners. You can drag and drop files from your computer into a module, or you can select from the Content tool's New and Add Activities buttons to create new topics. To learn more about uploading course materials to D2L Brightspace, click <https://youtu.be/4uhsuMcyGxo>.

1. While in the **Content section** of the course, Click to access your **Module**.
2. Click **Upload/Create**.

3. **Chose the kind of material you want to add to the Module** and select the option best fitted for the material you plan to add.

The screenshot shows a user interface for creating course content. At the top, there are two buttons: 'Upload / Create' (highlighted with a yellow box and an arrow) and 'Existing Activities'. Below these are several options: 'Upload Files', 'Video or Audio', 'Create a File' (highlighted with a yellow box), 'Create a Link', 'Add from Manage Files', 'Add Object from LOR', 'New Checklist', 'New Discussion', 'New Assignment' (highlighted with a yellow box), 'New Quiz', and 'New Survey'. To the right of the 'Create a File' option is a yellow-highlighted area with the text 'Drag and drop files here to create and update topics'.

Creating Assignment Folders

Brightspace enables faculty to create assignments that allow students to submit their work for review and grading. To create an assignment, you can use the module created above to add a new Assignment, Quiz or Discussion to the course. For a more detailed review of creating an Assignment for your course, click <https://bit.ly/3alt2wN>. The instructions below will assist you in creating an Assignment for your course within the Content tool:

1. Click the **Module** you created
2. Click **Upload/Create**
3. Click **New Assignment**
4. Add a **Title and List of Instructions for the Assignment**
5. Click **Publish**

Module 4: Sample ▾

Add dates and restrictions...

Add a description...

Upload / Create ▾ Existing Activities ▾ Bulk Edit

Upload Files

Video or Audio

Create a File

Create a Link

Add from Manage Files

Add Object from LOR

New Assignment

New Checklist

New Discussion

New Quiz

New Survey

Drop files here to create and update topics